

Nevada Department of Education Public Records Request

Deliver, Mail, Email or Fax to: Public Records Officer

700 E. Fifth Street Carson City, NV 89701

FAX: 775-687-9202

publicrecordrequest@doe.nv.gov

Name:									
Name: Organization: Address: City, State, Zip: Phone: E-mail: Records Requested: Check one:									
Organization: Address: City, State, Zip: Phone: E-mail: Records Requested: Check one:	Requestor (Contac	ct Informa	tion					
Address: City, State, Zip: Phone: E-mail: Records Requested: Check one:									
City, State, Zip: Phone: E-mail: Records Requested: Check one:									
Phone: E-mail: Records Requested: Check one: Paper copies Electronic copies Certified copies Inspection (in person) Please be specific and include as much detail as possible regarding the records you are requesting. To complete an estimate, the agency will need the following information: I will pick up Please FedEx Please send USPS E-mail (if format allows) Fed Ex billing number: E-mail (if format allows)	Address:								
Records Requested: Check one: Paper copies Electronic copies Certified copies Inspection (in person) Please be specific and include as much detail as possible regarding the records you are requesting. To complete an estimate, the agency will need the following information: I will pick up Please FedEx Please FedEx Please send USPS E-mail (if format allows) Fed Ex billing number: Statement I understand there is a charge for copies of public records. I understand I will receive a written estimate for production of the	City, State, Zi	p:							
Records Requested: Check one: Paper copies Electronic copies Certified copies Inspection (in person) Please be specific and include as much detail as possible regarding the records you are requesting. To complete an estimate, the agency will need the following information: I will pick up Please FedEx Please send USPS E-mail (if format allows) Fed Ex billing number: Statement I understand there is a charge for copies of public records. I understand I will receive a written estimate for production of the	Phone:								
Check one: Paper copies Electronic copies Certified copies Inspection (in person) Please be specific and include as much detail as possible regarding the records you are requesting. To complete an estimate, the agency will need the following information: I will pick up Please FedEx Please send USPS E-mail (if format allows) Fed Ex billing number: E-mail (if format allows) Statement I understand there is a charge for copies of public records. I understand I will receive a written estimate for production of the	E-mail:								
Check one: Paper copies Electronic copies Certified copies Inspection (in person) Please be specific and include as much detail as possible regarding the records you are requesting. To complete an estimate, the agency will need the following information: I will pick up Please FedEx Please send USPS E-mail (if format allows) Fed Ex billing number: E-mail (if format allows) Statement I understand there is a charge for copies of public records. I understand I will receive a written estimate for production of the		t							
Check one: Paper copies Electronic copies Certified copies Inspection (in person) Please be specific and include as much detail as possible regarding the records you are requesting. To complete an estimate, the agency will need the following information: I will pick up Please FedEx Please send USPS E-mail (if format allows) Fed Ex billing number: E-mail (if format allows) Statement I understand there is a charge for copies of public records. I understand I will receive a written estimate for production of the	Records Rec	queste	d:						
To complete an estimate, the agency will need the following information: I will pick up	Check one:	Pape	r copies						
☐ I will pick up ☐ Please FedEx ☐ Please send USPS ☐ E-mail (if format allows) Fed Ex billing number: ☐ Please send USPS ☐ E-mail (if format allows) Statement ☐ I understand there is a charge for copies of public records. I understand I will receive a written estimate for production of the	Please be spec	cific and	d include as	much detail as possib	ole regarding	the records you are requesting	·		
I will pick up Please FedEx Fed Ex billing number: Please send USPS E-mail (if format allows) Statement I understand there is a charge for copies of public records. I understand I will receive a written estimate for production of the									
☐ I will pick up ☐ Please FedEx ☐ Please send USPS ☐ E-mail (if format allows) Fed Ex billing number: ☐ Please send USPS ☐ E-mail (if format allows) Statement ☐ I understand there is a charge for copies of public records. I understand I will receive a written estimate for production of the									
☐ I will pick up ☐ Please FedEx ☐ Please send USPS ☐ E-mail (if format allows) Fed Ex billing number: ☐ Please send USPS ☐ E-mail (if format allows) Statement ☐ I understand there is a charge for copies of public records. I understand I will receive a written estimate for production of the									
☐ I will pick up ☐ Please FedEx ☐ Please send USPS ☐ E-mail (if format allows) Fed Ex billing number: ☐ Please send USPS ☐ E-mail (if format allows) Statement ☐ I understand there is a charge for copies of public records. I understand I will receive a written estimate for production of the									
☐ I will pick up ☐ Please FedEx ☐ Please send USPS ☐ E-mail (if format allows) Fed Ex billing number: ☐ Please send USPS ☐ E-mail (if format allows) Statement ☐ I understand there is a charge for copies of public records. I understand I will receive a written estimate for production of the									
I will pick up Please FedEx Fed Ex billing number: Please send USPS E-mail (if format allows) Statement I understand there is a charge for copies of public records. I understand I will receive a written estimate for production of the									
Fed Ex billing number: Statement I understand there is a charge for copies of public records. I understand I will receive a written estimate for production of the	To complete a	ın estim	ate, the age	ncy will need the follo	wing informa	ution:			
Statement I understand there is a charge for copies of public records. I understand I will receive a written estimate for production of the				Please FedEx			E-mail (if format allows)		
I understand there is a charge for copies of public records. I understand I will receive a written estimate for production of the				Fed Ex billing numb	er:				
☐ I understand there is a charge for copies of public records. I understand I will receive a written estimate for production of the									
I understand there is a charge for copies of public records. I understand I will receive a written estimate for production of the	Statement								
- records indicated above if the estimated cost is expected to be over \$7.5.00, which i will be rediffed to bay in this brock of impection of	records indicated above if the estimated cost is expected to be over \$25.00, which I will be required to pay in full prior to inspection or								
reproduction. Materials will be held for 30 days.									
Requester									
Signature Signature	Signature								
Office Use Only									
Request status: Estimate:	Request status:				Estimate:				
Date	Dat	te							
Request received Estimate: \$			Request received			Estimate:	\$		
Receipt acknowledgement issued Date deposit received			Rec	eipt acknowledgement is	ssued				
Request filled Actual (if different): \$			Req	uest filled		-			
Estimated completion Date final payment received			_ Esti	mated completion					
Estimate provided Completed by									
				-		complete a j			
Request denied in whole			Other:				wing completing of request.		
Request denied in whole			0.1		Re	tain request form for 90 days follo	wing completing of request.		
Retain request form for 90 days following completing of request.			Ouli	J.	RL	DA 2009047			